



# M2 Levels

DS-IP-4

November 2003

Data Use Agreements



**TMA Privacy  
Office**

**5111  
Leesburg Pike  
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The Privacy Act of 1974 protects information about an individual including, but not limited to, personal identifying information, Social Security number, payroll number, information on education, financial transactions, medical history including results of drug testing, and criminal or employment history. It requires that privacy information in the custody of the Federal government be protected from unauthorized disclosure and provides for civil and criminal penalties for violation of the Act. TMA is committed to the protection of patient and sensitive data it is entrusted with, while at the same time striving to make appropriate and lawful access to that information possible in order to fulfill the DoD MHS mission and enable health research and other activities that may contribute to the public good. Data use agreements (DUAs) are one tool that TMA uses to do this. DUAs help control and monitor the release of patient sensitive information to internal and external parties that request the information. This paper discusses the access levels for M2.

## ***What is M2?***

The MHS Management Analysis and Reporting Tool, or M2, is a powerful ad-hoc query tool used to obtain summary and detailed views of population, clinical, and financial data from all MHS regions. M2 includes medical treatment facility and purchased care data integrated with eligibility and enrollment data. This integrated data enhances support to decision-makers and researchers at all levels of the MHS and beyond. With M2 data, users can perform trend analyses, conduct patient and provider profiling studies, and realize opportunities for transferring health care from the private sector to the medical treatment facility.

## ***Why do the different levels of access exist?***

M2 contains sensitive patient-level data. As a result, its contents must be protected against inappropriate use and disclosure, which could harm both beneficiaries and the DoD. Users must apply to receive access to M2 and will only receive access to the data they need, not more.

## ***What are the different levels?***

There are 6 levels of access to M2. Level I is the most basic, while Level VI allows the most detail and requires the most stringent review of need. The following table shows additional information on each level.



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## ***What additional information is needed for access to Levels V and VI and why?***

Levels V and VI of M2 provide access to patient names, Social Security numbers, and pay grades. Therefore, to receive access to this sensitive data will require applicants to provide clear and detailed written justification. Specifically, the justification must include:

- Which of the 3 patient identifiers (name, SSN, and pay grades) are needed
- Why each requested patient identifier is necessary to perform the work in question
- The specific purpose and use of each identifier
- Whether or not patient identifiers are needed for only the MTF where the requester is stationed but encrypted data is needed from other areas – In this case, Level VI access is required, and the justification must include an assurance that when querying M2 for data outside the MTF, only encrypted data will be accessed.

## ***Is there anything else users should know?***

Yes, users with Level V and VI access to M2 are required to keep a log of access and re-release. The TMA Privacy Office may audit these users at any time on their compliance with this requirement. For more information, see the TMA Privacy Office's information paper on the Log Requirement under the DUA information papers.



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M2 Access Level	Access	Records Available	Can User Create Reports	Level of Data	Access To Patient Level Data	Additional Documents Required	DUA Required
Level I	Default Level	Pre-defined Reports	No	Summary	No	N/A	No
Level II		Tables containing Summary data only	Yes	Summary	No	N/A	No
Level III	Records applicable only to users MTF & corresponding DMS ID	All Tables	Yes	Summary & Detailed	Patient Level without Personal Identifiers	N/A	*Yes, if you are a contractor working for DoD and/or a contractor or gov't employee working outside of DoD
Level IV	All MTFs & corresponding DMS IDs	All Tables	Yes	Summary & Detailed	Patient Level without Personal Identifiers	N/A	*Yes, if you are a contractor working for DoD and/or a contractor or gov't employee working outside of DoD
Level V	Records applicable only to users MTF & corresponding DMS ID Family	All Tables	Yes	Summary & Detailed	Patient Level without Personal Identifiers	Active Duty or Civil Service Commander/supervisor must approve and sign form. If Contractor, gov't sponsor must approve and sign form. Must include justification for requested data level.	*Yes, if you are a contractor working for DoD and/or a contractor or gov't employee working outside of DoD
Level VI	All MTFs & corresponding DMS IDs	All Tables	Yes	Summary & Detailed	Patient Level without Personal Identifiers	Active Duty or Civil Service Commander/supervisor must approve and sign form. If Contractor, gov't sponsor must approve and sign form. Must include justification for requested data level.	*Yes, if you are a contractor working for DoD and/or a contractor or gov't employee working outside of DoD

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